

Position Compensation - Maintain

PO13

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/27/04	Farrell	Script standards
12/20/05	Chylynn Hansel	Edits

Purpose

Use this procedure to update position compensation.

Trigger

Perform this procedure when the compensation on a position needs to be changed from the default.

Prerequisites

- Appropriate position compensation elements are available.

Menu Path










Human Resources → Organizational Management → Expert Mode → Position

Transaction Code

PO13

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. You have started the transaction using the menu path or transaction code.

Maintain Position

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. Example: 60000285

3. Click  (Enter).

Maintain Position

Position Edit Goto Utilities Settings System Help

Maintain Position

Find by
Position
Search term
Structure search

Plan version: Current plan
Position: 60000285 HR Compensation Analyst 9
Abbr.: 0009

Active Planned Submitted Approved Rejected

Infotype Name
Object
Relationships
Description
Planned Compensation
Vacancy
Acct. Assignment Features
Work Schedule
Employee Group/Subgroup
PD Profiles
Cost Distribution

Time period
Period
From 07/28/2004 to 12/31/9999
Today
Current week
All
Current month
From curr. date
Last week
To current date
Last month
Current Year
Select

PO13 ssvaphrddci INS

4. Click Planned Compensation .

Maintain Position

Position Edit Goto Utilities Settings System Help

Maintain Position

Find by

- Position
- Search term
- Structure search

Plan version: Current plan

Position: 60000285 HR Compensation Analyst 9

Abbr.: 0009

Active Planned Submitted Approved Rejected

Infotype Name	
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓

Time period

Period

From 07/28/2004 to 12/31/9999

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

Select

PO13 ssvaphrddci INS

5. Click  (Copy).

Change Planned Compensation

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. Example: 1/1/2004
Pay Scale Group	R	The pay scale group is designated by the wage type and the associated low and high values describing an annual salary. For example, a wage type represents an employee's annual salary. The lower and upper limits of \$30,000 and \$42,000 are also associated with the wage type completing the description of the pay scale group. Example: 15 (new range)
To	R	It specifies the end date of a record, transaction, or search. Example: 15 (new range)

Field Name	R/O/C	Description
PS level	R	The Pay Scale Level is the step within a range for compensation. Example: A
To	R	It specifies the end date of a record, transaction, or search. Example: K

7. Click  (Enter).

8. Click  (Save).



A box will appear asking you if you would like to delimit the previous record. Select "Yes".

9. You have completed this transaction.

Result

You have successfully updated position compensation.

Comments

None.